



Gasóga na hÉireann - Scouting Ireland			
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<b>Category: Core team - Terms of reference</b>			
Programme Services Department			
Related Documents: Core team skill sets (November 2021)			
Revision: 1	Date:	Description: Document	

### Description

**The Programme Service Department Core Team**

### Duration of Term

**Project Team duration: 36 months**

**Commencing: 1st January 2022**

**Termination: 31st December 2025**

### Core Team

- The role of the Core Team will be to provide advice and support to the department on the following matters:
  - Relevant policy development and revisions**
  - Input into strategic planning**
  - Annual Business and budget**
  - Input into the annual work programme based on strategic objectives/KPI's**
  - Provide advice, support and mentoring for the work of the department including project teams**
- The makeup of the Core Team will be made up as follows:
  - Volunteers and staff members (including department manager) with the appropriate skills and experience
  - The Chair, who must be a volunteer, will be chosen from within the core team on an annual basis.
  - Volunteer members will serve for maximum of three years on the Core Team
  - The core team can co-opt member(s) as and when required.

### Project teams

Project teams will be established to carry out designated project(s) as required and defined by a Terms of Reference

### Reporting

- The Department Manager reports to the CEO on behalf of the department and the core team
- The Core Team, through its Chair, will have access to the CEO
- The Departmental Manager and the Chair of the Core Team will have access to the relevant Board Sub Committee(s)
- Project teams will report as stipulated in their terms of reference

### Key Actions

These are based on strategy and agreed KPI' s in line with the principles contained within the Programme Services Department Charter

### Accountabilities

- Accountable to the CEO
- The department must comply with Scouting Ireland's strategic plan, Scouting Ireland's governance, the risk policy and all relevant statutory guidelines and legislation in Northern Ireland and the Republic of Ireland
- Project teams will be accountable as per the ToR's

## Responsibilities

- Oversee provision of support to local groups/sections and Scouting Ireland in the development and implementation of programme including arranging provision of support by relevant project teams as appropriate
- Ensures the quality of scouting activities at events.
- Oversee national youth programme event calendar, creation and reporting of event project teams, and the alignment of national youth programme events to youth programme objective.
- Supports the logistics, organising and advertising of national youth programme events and activities
- Provides assistance and advice to members running youth programme events and activities
- Protect and maintain our unique pedagogy within a non-formal education framework.
- Reviews, monitors and evaluates.
- Contribute, where appropriate, to training development.
- Engage with wider civil society in developing active, global citizenship.
- Ensure compliance with relevant external quality and safety standards in various areas of programme.
- Ensure that at least one meeting is held each year with all youth representatives and the core team.
- Lead and support and mentor programme development activities,
- Manage and support delivery of advisory services to volunteers
- Manage programme initiatives according to Scouting Ireland's financial/cost and management policies.
- Define and develop methodologies for project, programme management and delivery.
- Identify and promote diversity and inclusion initiatives.

## Role Competencies

### Leadership

- Brings a focus and drive to building and sustaining high levels of performance and addressing performance issues as they arise.
- Work collaboratively with stakeholders to set out a vision of high-quality services, focusing on the needs of Gasóga na hÉireann / Scouting Ireland membership.
- Motivates and supports colleagues and stakeholders.
- Operates with self-assurance and demonstrates ability to handle challenging situations confidently.

### Teamwork

- Ability to work well within a team and individually, as appropriate.
- Places an emphasis on working together as an integral part of the Programme Services Department.
- Builds and maintain effective relationships with relevant stakeholders.
- Drive and commitment to service values.
- Is self-motivated and shows a desire to provide the best quality scouting experience to our members.
- Through 'leading by example', fosters the highest standards of ethics and integrity.

## Skill sets

The core team will be comprised of a number of members, who have a variety of skill sets and experience, to offer the best support and advice to the Programme Service Department. The full complement of the team will be comprised of Department Manager, Programme staff, Scouting personnel and external/co-opted experts.

### The identified skill sets for this open call include.

Scouts and Scouters who have a deep understanding of Scouting, its principles and educational objectives. These candidates will have a practical knowledge of how scouting works, be fully versed in all aspects of the ONE programme and be aware of the current challenges that need to be considered to keep our programme relevant to young people.

Candidates who have experience and knowledge related to the marketing and engagement of young people in new programmes and initiatives.

Candidates who have experience and knowledge related to digital engagement from a wide perspective and have an understanding and awareness of the positive power of social media and online engagement.

Candidates who have experience and knowledge in the area of community development/action and the UN Sustainable Development Goals.

Candidates who have experience and knowledge of educational methods - in particular experiential education and development education.

Candidates who have experience in project management, programme and initiative creation.